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ABSTRACT

The guide describes the placement service, an extension of the guidance and counseling component, of the Fort Worth high school career education project study. The placement component is a service to ensure placement of all existing students either in a job, postsecondary occupational program, or a baccalaureate program; duties of the placement officer are defined through goals, processes, and procedures. The fourteen page appendix consists of various forms used by the placement service. (EA)

PLACEMENT COMPONENT PROCEDURES

TABLE OF CONTENTS

PART ONE	INTRODUCTION.	1
	I. Purpose	1
	II. Goals and Processes for the Placement Officer	1
PART TWO	PROCEDURES	4
	I. Personal contact with Business and Community organizations.	4
	II. Identifying Job Slots	4
	A. Incoming telephone calls pertaining to job placement	4
	B. Screening telephone calls	4
	C. Identifying job slots through others	4
	III. Screening Application Forms	5
	A. Screening and filing of forms	5
	B. Identifying applicants early in school year	5
	IV. Student Procedures for Employment	5
	A. Applicants for part-time employment not included in the co-op program	5
	B. Applicants full-time employment	6
	V. Filling Job Slots	6
	A. Part-time employment	6
	B. Full-time employment after graduation.	6
	VI. Orientation	6
	VII. Material available for use in Orientation to aid Students in obtaining employment	7
	A. Brochure--Methods For Locating Jobs	7
	B. Do's and Don'ts for Job Seekers	7
	C. How to Approach an Employer	7

D.	The Interview	7
E.	Job Application	7
F.	The Application--How to complete	7
G.	Requesting Assistance in Placement to be Completed by Exiting Students	7
VIII.	Job Interview and/or Placement	7
IX.	Assessment Procedures for Obtaining Information from the Senior Work Program and the Co-op Program	7
X.	Follow-Up	8
A.	Part-time employment	8
B.	Full-time employment	8
1.	Short range follow-up	8
2.	Long range follow-up	8
XI.	Post-Secondary Training Program	8
A.	Careers requiring less than Baccalaureate Degree	8
B.	Careers requiring Baccalaureate Degree	9
XII.	Summary	9
PART THREE	APPENDIX	11
A.	Form P-1	11
B.	Form P-2	11
C.	Form P-3	12
D.	Form P-4	13
E.	Form P-5	14
F.	Form P-6	14
G.	Form P-7	15
H.	Form P-8	16
I.	Form P-9	17

J.	Form P-10	18
K.	Form P-11	20
L.	Form P-12	21
M.	Form P-13	23
N.	Form P-14	24

PART ONE
INTRODUCTION

PART ONE

INTRODUCTION

The placement component in the high school project study will serve as an extension of the guidance and counseling component. It will aid in bringing together employers and students who are seeking employment. Students who plan to further their education after graduation will be assisted in selecting a vocational school or a college of their choice. The placement service will work in cooperation with the guidance counselors, cooperative education teacher-coordinators, vocational teachers, Chamber of Commerce, Texas Employment Commission and other civic and private agencies.

A survey will be conducted to determine potential employers for students who wish to work part time while continuing in school, for students who may withdraw from school and work full-time, and for students who graduate from grade twelve and desire employment. A comprehensive file will be maintained on current job opportunities for part-time and full-time employment. The placement service will make an extensive effort to insure that the highest possible percentage of students graduating from grade twelve are placed, either in a job or in further education.

The placement service will function through the 1972-1973 academic year. All components of the project will be designed so as to emphasize reliable measurement of student outcomes in relation to the treatments attempted, and to provide for appropriate program revisions where apparently there are needed changes.

I. PURPOSE

The purpose of the placement component is to establish a service to insure placement of all exiting students either in a job, a post-secondary occupational program, or a baccalaureate program. This will be accomplished through the cooperation of the vocational program, vocational counselors, and the businesses in the Fort Worth industrial area.

II. GOALS AND PROCESSES FOR THE PLACEMENT OFFICER

- A. GOAL 1: To insure that the highest possible percentage of students exiting high school are employed in their career field or are in a continuing education program.

Processes for accomplishment

.....Make a survey of the industries and businesses in the Fort Worth area and maintain a file for current job opportunities.

- Set up placement service procedures to aid students in job placement.
- Work with career guidance counselors in establishing a resource center in the two high schools.
- Maintain a current file on students requesting employment, and those needing information on continuing education.
- Work with Texas Employment Commission, private employment agencies, civic organizations, and other public services.

B. GOAL 2: To promote good public relations between school and businesses.

Processes for accomplishment

- Establish and work with the advisory committee.
- Work with principals, counselors, and teachers.
- Give talks to, and work with, various business organizations in Fort Worth.
- Aid in in-service training meetings.

C. GOAL 3: To maintain adequate placement and follow-up records and development for the purpose of program improvement.

Processes for accomplishment

- Establish a file on all exiting students.
- Establish a file on all students entering further educational programs.
- Establish a file on all students placed in employment, either full or part-time.
- Maintain a file on all students unemployed.
- Maintain a file on all dropouts.

- D. GOAL 4: To work with and support coordinators in the senior work program, NYC, and the varied disciplines of the Co-Op program.

Processes for accomplishment

- Meet with and explain placement services to coordinators.
- Supply job slots to coordinators when available.
- Furnish forms to relate information to placement.
- Counsel with coordinators and/or students on job placement as needed.
- Promote good working relations between coordinators and placement service.

PART TWO
PROCEDURES

PART TWO

PROCEDURES

I. Personal contact With Business and Community Organizations

The placement officer will contact local business men for the purpose of explaining the placement component within the framework of the career education project. Job slots will be obtained through these contacts for students seeking full-time employment. All companies agreeing to participate with the Fort Worth Public School's placement services will be filed in the placement service office on form P-1 for continuous use in student placement. The placement officer will also work with community organizations, explaining the career education project and seeking their support in obtaining job slots for full-time employment for exiting students. The career counselor will participate in the above activities but on a limited basis.

II. Identifying Job Slots

A. Incoming telephone calls pertaining to job placement

All incoming telephone calls at Technical High School and Arlington Heights High School pertaining to job placement and not requesting a certain coordinator or person, will be directed to the placement center telephone # 332-5104.

B. Screening telephone calls

- All incoming telephone calls pertaining to job placement will be screened by the placement center and recorded on form P-2 to be used in relaying the information to the career counselor or to the proper coordinator needed to fill the job slot. At the end of each working day the placement secretary will transfer all calls entered on form P-1 to form P-3 and file for future reference.

C. Identifying job slots through others

The placement officer will establish a close working relationship with all administrators, teachers, coordinators, and nurses at the high schools participating in the career education project. Any of these having knowledge of a job slot in the community should relay this information to the career counselor in that school, or the placement center. Many part-time job slots will be referred to the coordinators in the co-op program by the placement center and hopefully the coordinators will notify the placement center of job slots requiring full-time employment.

Students are another good source for obtaining job slots in the industry or business where they are employed. These leads should be forwarded to the career counselor, coordinator, or placement center for proper disbursement.

III. Screening Application Forms

A. Screening and filing of forms

As application forms are received by the career counselor or the placement center, they will be screened, filed by categories such as office work, health, industry, and filed in alphabetical order by the student's last name. Application and supplementary forms pertaining to placement will be color coded for each school. Part-time applications will be filed in the career counselor's office and full-time applications filed in the placement center.

B. Identifying applicants early in school year

The placement officer and career counselor will work with individual teachers early in the school year to identify those students seeking employment on a full or part-time basis prior to or after graduation. Individuals and/or groups of students will be counseled by the placement officer or career counselor to encourage students to plan ahead for their future goals. Any teacher that is aware of a student that needs part-time employment should contact the career counselor in the school or call the placement center.

IV. Student Procedures For Employment

A. Applicants for part-time employment not included in the co-op program

Any student requesting help in securing part-time employment will contact the career counselor in his/her school. The career counselor will furnish the student with an application, form P-4 to be filled in. The career counselor will review the application form with the student to insure that the form is complete and filled in correctly. The application will remain in the career counselor's active file for future use in placing the student. Once the student is placed the application will be transferred to the career counselor's inactive file and form P-5 will be completed by the career counselor and forwarded to the placement center for use in short range follow-up by the placement office.

B. Applicants full-time employment

Prior to graduation all exiting students, graduates, or drop-outs, requesting full-time employment will contact the career counselor in his/her school. The counselor will provide an application form P-4 to be completed. The career counselor will review the application with the student to insure that the application is complete and filled in correctly. The student also will fill in form P-7 which will remain in the career counselor's office to be used in future placement of the student. The application form will be forwarded to the placement center and filed in the active file to be used by the placement officer in placing the student.

V. Filling Job Slots

A. Part-time employment

When a job slot is available the placement center will notify the career counselor who will select, interview and counsel with the student before the job interview with the employer. The career counselor will make an appointment with the employer for the student's interview and give the student a referral card P-6 to be given to the employer as his identification. The applicant will inform the career counselor of the outcome of the interview with the employer. When the applicant is placed on a job, his application will be transferred from the active to the inactive file in the career counselor's office.

B. Full-time employment after graduation

When a job slot is available the placement center will select and notify the prospective applicant by telephone. The applicant will be interviewed, counseled, and oriented on available information that will help him/her with the job interview, first impressions, grooming, employer-employee relations, etc. A referral card form P-6 will be given to the applicant for his identification with the prospective employer. The applicant will inform the placement center of the outcome of the interview with the employer. When the applicant is placed on a job his application will be transferred from the active to the inactive file in the placement center.

VI. Orientation

Students seeking part-time or full-time employment before exiting school will receive orientation from the career counselor, or placement officer. All available material will be used to aid the student in seeking employment. Items such as interviews, first impressions, employer-employee relationships will be discussed.

The placement officer will be available during the school year for individual or group orientation within the school. Students seeking full-time employment after graduation will receive orientation from the placement officer prior to an interview with a prospective employer.

VII. Material available for use in orientation to aid students in obtaining employment

- A. Brochure - Methods for Locating Jobs
- B. Do's and Don'ts for Job Seekers
- C. How to Approach an Employer
- D. The Interview
- E. Job Application
- F. The Application (How to complete)
- G. Requesting Assistance in Placement to be Completed By Exiting Students

VIII. Job Interview And/Or Placement.

The applicant will receive a referral card form P-6 from the career counselor or placement officer before going for a job interview. After the interview with the prospective employer the applicant will report the results of the interview to the career counselor or placement center. When the applicant is placed, his/her application will be transferred from the active to the inactive file. If the applicant was not hired, the career counselor or placement officer will follow-up to find out why. Additional counseling with the applicant may be necessary to aid in future placement.

IX. Assessment procedures for obtaining information from the senior work program and the co-op program

The senior work program, NYC and each discipline of the co-op program will continue to function as they have in the past. Each of these programs has an individual coordinator to secure training stations, counsel with the student, coordinate the student's work and conduct short and long range follow-up. The placement officer will, as an on-going procedure, refer job slots to the coordinators identified as training stations to be used by their students. At the end of each month each coordinator will furnish the placement center with information as requested on form P-8 concerning his/her discipline. This information will be incorporated with all other placement center data for monthly reports.

X. Follow-Up

A. Part-time employment

Students employed in part-time job slots not covered by one of the disciplines of the co-op program, will be followed-up by the placement center. The purpose being to.... find if the student is still employed, working satisfactorily, and to receive suggestions from the employer on how the school may help the student in his/her work. If the student has left the job the career counselor will counsel with the student in needed areas. This will be a periodic on-going follow-up.

B. Full-time employment

1. Short range follow-up

Short range follow-up will be conducted on full-time employees three or four months after exiting from school.

2. Long range follow-up

Long range follow-up will be conducted every one to five years to see if the full-time employee is following the career chosen before graduation or working within the selected cluster.

Any student needing help in finding full-time employment will be counseled by the placement officer in securing another job.

XI. Post-Secondary Training Program

A. Career requiring less than baccalaureate degree

To insure complete understanding in each school on placement in post-secondary training, a strong linkage will be developed between the career counselor, school counselor and placement officer. Students desiring career information on post-secondary training requiring less than a baccalaureate degree, should be referred to the career counselor in his school. Using the available material in the resource center the career counselor will counsel the student in regard to his/her career interests.

Follow-up on these students will be performed by the placement center at the beginning of each school year. This will be an annual procedure for three to five years to determine if the students are pursuing their career objectives as stated before graduation.

B. Career requiring baccalaureate degree

Students whose career objectives require a baccalaureate degree should contact the school counselor for information pertaining to that degree; the prerequisite, hours required for the degree, cost of tuition, institutions offering the degree and location should be areas of interest to the student.

Follow-up procedures will be the same as previously mentioned.

XII. Summary

It is felt that all students can benefit through job experiences. Job opportunities can provide a student assistance in exploring his skills and interests, and in developing his/her job "holding abilities." Improved ability to make career plans while still in high school can be anticipated and should help this individual tremendously. Exiting students, seniors and dropouts, will have access to the placement services which they have never had before to aid them in finding employment.

The project sites for the placement component in the Career Education Project include Arlington Heights High School and Technical High School. The teachers, counselors, students, administrators and community leaders will be a vast resource drawn upon for the success of the placement component.

Evaluation of the placement service, as one component of the Career Education Project, will involve three major aspects:

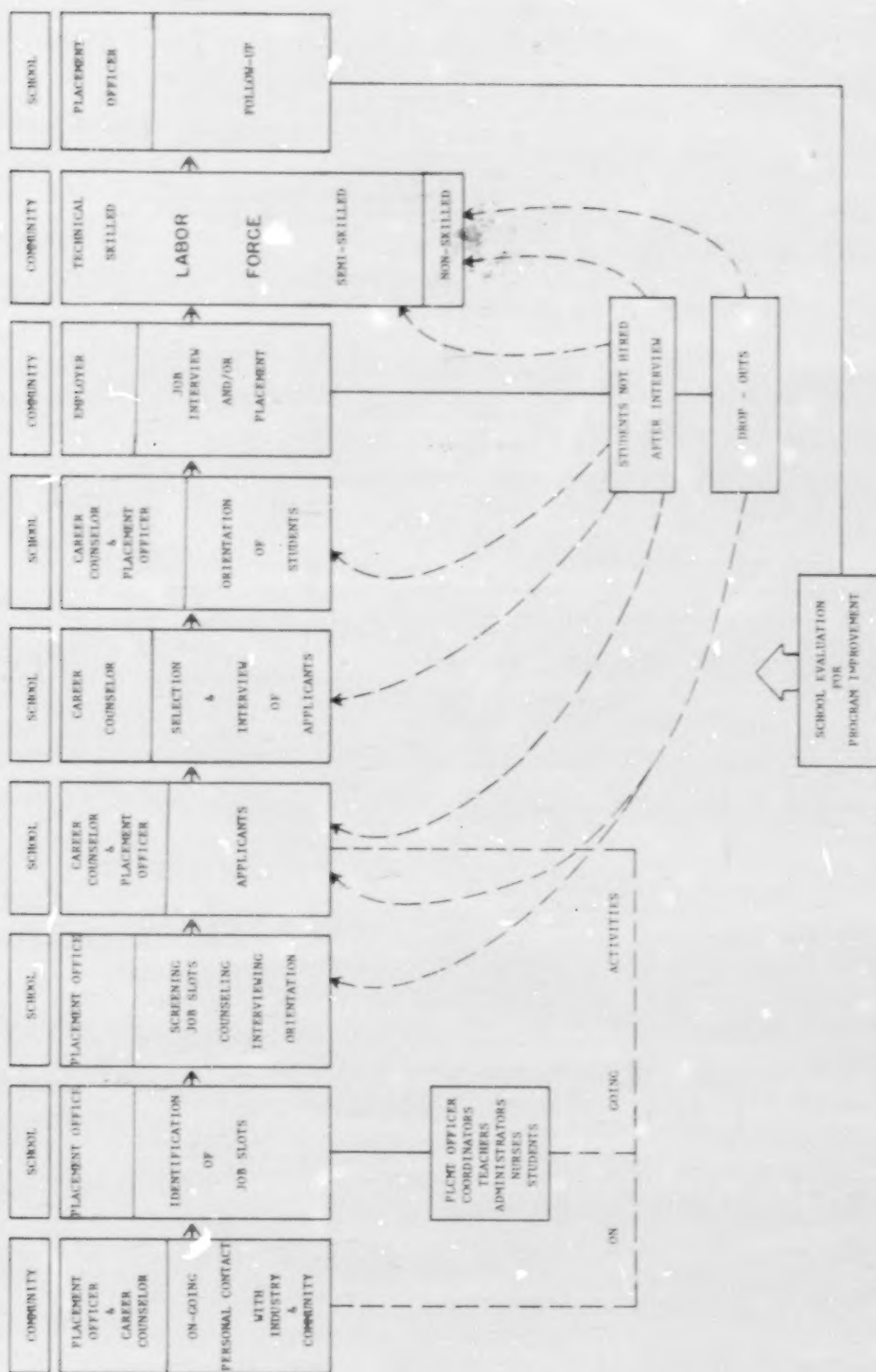
.....on-going self-evaluation

.....monitored by Texas Education Agency

.....third party formal evaluation

The effectiveness of the placement service will be determined and recommendations for continuation and/or transportability will be made.

PLACEMENT SYSTEM



APPENDIX

PART THREE: APPENDIX
A. Form P-1

<u>PROSPECTIVE EMPLOYER'S CARD</u> <u>FORT WORTH PUBLIC SCHOOLS</u>	
COMPANY _____	DATE _____
BUSINESS PHONE _____	ADDRESS _____
CONTACT PERSON _____	ZIP CODE NO. _____
TYPE OF INDUSTRY _____	TITLE _____
REMARKS: _____	

P-1

B. Form P-2

PLACEMENT PHONE CALLS	
TO _____	DATE _____ TIME _____
PERSON CALLING _____	
COMPANY _____	PHONE _____
ADDRESS _____	TYPE OF WORK _____
DAYS STUDENT NEEDED _____	HOURS TO WORK _____
STUDENTS NEEDED _____	SALARY _____
SCHOOL REFERRED TO _____	TIME _____
PERSON REFERRED TO _____	
REMARKS _____	

P-2

C. Form P-3

PLACEMENT CENTER
RECORD OF CALLS TO PLACEMENT CENTER
FORT WORTH PUBLIC SCHOOLS

Month: _____

Year: _____

D. Form P-4

PLACEMENT CENTER
JOB APPLICATION

Sex: Male _____ Female _____ Race _____ FORT WORTH PUBLIC SCHOOLS
Grade Classification _____

Date: _____

(Please Print) _____
Social Security No. _____ Date of Birth _____
Name _____
Last First Middle Phone No. School Attending
Address _____
Street and Number City Zip

List all elective subjects you have taken: _____

VOCATIONAL COURSES: (List course and grade)

Do you have transportation? Yes _____ No _____

Are you interested in permanent, full-time employment? Yes _____ No _____

Are you interested in summer employment only? Yes _____ No _____

Are you planning to continue your education? Yes _____ No _____

If (yes), Where? _____ Course _____
Full-time _____ Type of Work Wanted _____

Part-time _____ Days and Hours You Can Work (Days) _____ (Hours) _____

What have you done to earn money during your school years? List below:
Employer Address Type of Work Salary Length of Employ. #Hrs. Per Week

Do you have a driver's license? Yes _____ No _____ Has your driver's license ever been suspended? _____
Are you now under a doctor's care? Yes _____ No _____ What serious illness, operations or accidents have you had? _____

Name FACULTY REFERENCES School
1. _____
2. _____

Write a short paragraph about your plans or desires for your future career.

Signature _____

RECORD OF APPLICATION AND EMPLOYMENT

FORT WORTH PUBLIC SCHOOLS

STUDENT _____ M F SCHOOL # _____
 HOME ROOM _____ GRADE _____ BIRTHDAY _____ AGE _____ DATE _____
 ADDRESS _____ HOME PHONE _____
 TYPE OF WORK WANTED _____ RIDE BUS _____ OWN CAR _____ YES NO
 DAYS AND HOURS YOU CAN WORK (DAYS) _____ (HOURS) _____
 PARENT _____ PHONE _____
 Last First Middle

PLACEMENT

COMPANY _____ ADDRESS _____
 PHONE _____ SUPERVISOR _____ TITLE _____
 JOB TITLE _____ STARTING SALARY _____ DATE PLACED _____
 FULL-TIME _____
 P-7

PLACEMENT CENTER
COORDINATOR'S MONTHLY REPORT
FORT WORTH PUBLIC SCHOOLS

Date:

To:

From:

Subject:

Date

School

Please show below the number of students that you have placed on training stations at the end of this month.

	Black	Spanish	Other	Total
Boys				
Girls				

Total

Signature

Date

EMPLOYMENT
WHERE TO LOOK

1. Employment Agencies - Public

Texas Employment Commission (TEC), 301 West 13th Street,
Telephone: 335-5111.

No charge for service. Be sure to go to the correct office:

Labor, Farm & Service	1st Floor
Industrial & Skilled Labor	3rd Floor
Office & Professional	4th Floor

2. Newspapers

Newspapers are one of the best sources for immediate job information. Jobs are listed under several headings, such as, Help Wanted: Male or Female, Professional Employment, Sales Help and Part-Time or Temporary Help. Be sure to follow up the leads immediately. Remember there are other people looking, too!

3. Employment Agencies - Private

Private employment agencies are private businesses licensed by the State of Texas. They are in business for profit; therefore, they may charge you if you accept a job that they find for you.

Usually the fee for placement on a full-time job is approximately 40% to 50% of your first month's salary. For example, if your salary is \$400.00 a month, you will have to pay the agency a total of \$160.00. Usually the fee for a part-time job is less. Many times the employer will pay the fee for the job to the employment agency, and there will be no charge to you.

Be sure to read carefully any paper you are asked to sign. Make sure you understand the exact amount you will be required to pay and when the payment will be due BEFORE you sign your name or accept a job.

For a list of Fort Worth's private employment agencies, check the yellow pages in the phone directory under "Employment."

4. Trade Associations and Unions

Trade associations and unions are a good source of job information and for learning a trade through the apprenticeship programs. Following is a list of the apprenticeship programs available in the Fort Worth area:

<u>Name</u>	<u>Local #</u>	<u>Telephone</u>
Carpenters	1822	335-5686
Iron Workers	236	335-2400
Sheet Metal Workers	18	332-4933
Roofers	148	336-0136
Bricklayers	6	336-7022
Plumbers	146	534-5566
Electrical Workers	116	336-2581

5. School

Career Placement Office, 1003 West Cannon Street, Telephone: 332-5104.

PLACEMENT CENTER

DOS AND DON'TS FOR JOB SEEKERS

FORT WORTH PUBLIC SCHOOLS

- | | |
|--|--|
| DO stress your qualifications for the job | DON'T keep stressing your need for a job |
| DO recount experience you have had which would fit you for the job | DON'T discuss past experience which has no application to the job |
| DO talk and think, so far as possible, about the future rather than the past | DON'T display overconfidence |
| DO indicate where possible, your stability, attendance record and good safety experience | DON'T cringe or beg for consideration |
| DO try to learn ahead of time about the company and its products | DON'T speak with muffled voice or indistinctly |
| DO assume an air of confidence | DON'T be one of those who can do anything |
| DO approach the employer with respectful dignity | DON'T hedge in answering questions |
| DO try to be optimistic in your attitude | DON'T ask your questions about hours, pay, etc. early in the interview |
| DO maintain your poise and self-control | DON'T hesitate to fill out application, give references, take physical examination or tests on request |
| DO try to overcome nervousness or shortness of breath (it helps to take a deep breath) | DON'T hang around, prolonging interview, when it should be over |
| DO hold yourself erect | DON'T arrive late and breathless for interview |
| DO apply for a specific job or jobs | DON'T be a "know it all" or person who can't take instructions |
| DO answer questions honestly and with straight-forwardness | DON'T keep yourself from contacts who might help you find a job |
| DO stress the contribution you can make to the enterprise | DON'T feel that the world owes you a living |
| DO have available a list of former employers, time and period of service | DON'T make claims if you cannot deliver on the job |
| DO have a list of references | DON'T display a feeling of inferiority |
| | DON'T depend upon the telephone for your job |

J. Form P-10 (continued)

DO let as many people as possible know you are "job hunting" DON'T be untidy in appearance

DO make plenty of applications

DO be well-groomed and appropriately dressed

CAN YOU ADD MORE??

PLACEMENT CENTER

HOW TO APPROACH AN EMPLOYER

FORT WORTH PUBLIC SCHOOLS

Be prepared when you go job hunting. Have the information readily at hand to answer any questions written or verbal that an employer might ask. Remember, BE PERSISTENT! After a few "no's" any job seeker may become discouraged. Should this happen to you, try to increase your contacts with employers. Working hard at finding a job makes you feel that you are an integral part of the "Working World" rather than part of the unemployed. Your job now is "seeking a job."

Here are some helpful tips from employers:

1. Apply for a specific job--don't be vague about the position for which you are applying. But if there is no opening--you may want to indicate to the employer that you would be willing to start in another position.
2. Indicate that you are willing to learn. This approach will be more beneficial in placing you than the cut and dried--'I can do this and nothing else' approach.
3. If you are going to a large company, be sure you apply with the appropriate person for the job you are seeking. For example, one personnel department may hire only professional workers--another personnel department may work with skilled or unskilled personnel.
4. DO NOT GO IN GROUPS to apply for a job. GO ALONE!

PLACEMENT CENTER
PREPARATION FOR THE INTERVIEW
FORT WORTH PUBLIC SCHOOLS

The interview is the final and most important step in your campaign. Don't dread the interview--it will give you your opportunity to discuss your qualifications for a position.

Try to prepare yourself for any questions the employer might ask. Also, you think about questions you will want answered concerning the position. Here are some helpful tips:

1. Groom yourself. Remember first impressions are important.
2. Arrive at the interview a few minutes earlier than your appointment. If there is a receptionist or secretary, tell her who you are and give the name of the person you are to see.
3. Be cheerful and polite.
4. Speak clearly, listen carefully and be interested.
5. Your answers should be to the point, but more than yes and no. Try to make the interview interesting, but don't get too carried away. Remember the employer's time is valuable.
6. Leave your cigarettes and chewing gum hidden at home.
7. Know something about the position for which you are applying.
8. Look for clues when the interview is over. Usually an employer will ask, "Do you have any more questions?" This is probably a good time to say, "No thank you, but I enjoyed our interview and hope that you will consider me for the position with your company."
9. Look directly at your interviewer. When the top of your head is all that can be seen, it's hard to determine your interest, appearance and enthusiasm.
10. Be on your best behavior from the minute you enter the building for the interview until you leave. Other persons, such as the receptionist, might be called on to give their opinion of you or what your reaction was while you waited to see the personnel manager.

Form Continued

*Questions Frequently Asked
During the Employment Interview

1. What are your future vocational plans?
2. How do you spend your spare time?
3. In what type of position are you most interested?
4. Why do you think you might like to work for our company? (If possible, obtain information about company before interview)
5. What qualifications do you have that make you feel that you will be successful in your field?
6. Why do you think you would like this particular type of job?
7. Are you looking for a permanent or temporary job?
8. Do you prefer working with others or by yourself?
9. Can you take instructions without feeling upset?
10. Can you get recommendations from previous employers?
11. Have you had any serious illness or injury?
12. Do you like to travel?
13. How about overtime work?
14. What have you done which shows initiative and willingness to work?

* Write your answers

PLACEMENT CENTER

THE APPLICATION

FORT WORTH PUBLIC SCHOOLS

Most employers have their own application form.* The amount and type of information requested may vary somewhat from employer to employer. Here are some hints that you might recall when filling out an application:

1. Carry your own pen or pencil. This gives the impression that you've come prepared.
2. Complete all information - do not skip anything. For example, if you do not have a phone in your home, put the number of a relative's or neighbor's phone and indicate to whom it belongs.
3. Complete the form as neatly as possible. A messy application is hard to read and does not give a good "first impression." A line drawn in an answer blank will indicate that you have no answer for questions which do not apply to you.
4. Almost all applications ask for a social security number. Make sure you know your number or have the information with you. If you don't have one, be sure you apply for your number at the local Social Security Office.
5. If you forget key information such as names, dates and addresses or you have trouble spelling them correctly, try carrying a summary sheet of this information with you when you go job hunting. (Complete application in reasonable time)
6. Be honest - don't lie or give false information. It may cost you your job when the truth is found out. (Polygraph test used by some firms)

Almost all potential employers will ask you for several references. Select the people you want to use carefully. Be sure to ask their permission so they will not be caught off guard when an employer calls about you. (Be sure to use references who will return request)

In addition to their proper name and title, you will need to list their business address and phone number.

It is best to use former employers; but until you have some work experience, your references might be limited to a principal, counselor, teacher or someone who knows you and knows the kind of person you are.

*The forms contain all the questions which he must have answers for before he can consider anyone for employment. Just as it takes time for you to complete the application, it takes time for him to read them. But, he does read them!

Place Photo Here

PLACEMENT CENTER
EXITING STUDENTS
FORT WORTH PUBLIC SCHOOLS

Dear Student:

Since you are leaving school, the Placement Center would like to help you find a job, if that is your desire. In order to do this, we will need some basic information. When you have answered the questions, please leave this form with the Career Counselor at your school--in

Room _____.

1. Name _____
2. Social Security Number _____
3. Address _____
4. Zip _____
5. Phone _____
6. Date of Birth _____
7. Age _____
8. Sex: M _____ F _____
9. Highest Grade Completed _____
10. Drivers License: Yes _____ No _____
11. Height _____
12. Weight _____
13. Places You Have Worked In The Past:

Name of Company	Name of Employer	Phone
A. _____	_____	_____
B. _____	_____	_____
C. _____	_____	_____
14. Type of Work Desired _____